



February 2017

To: WGL Employees

Re: Human Resources EEO/Affirmative Action Statement

Dear Colleagues:

Our Chief Executive Officer has issued the Fair Employment Practices Policy Statement (“Fair Employment Policy”) reaffirming WGL’s commitment to equal employment opportunity and affirmative action. Responsibility for administering the Fair Employment Policy has been delegated to me, as Senior Vice President, Shared Services and Chief Human Resource Officer (“CHRO”).

WGL supports and adheres to federal, state, and local laws and regulations on equal employment opportunity and insists that our working environment remain free of discriminatory and sexual harassment as well as retaliation. Any employee, or applicant for employment, who feels that he or she has been discriminated against or harassed, should immediately report the incident to either his/her supervisor; the ombudsman, Lynne Brown; or to my office.

As Senior Vice President, Shared Services and CHRO, I have responsibility for the confidential investigation and resolution of any discrimination or harassment complaint against WGL. All information is kept confidential, to the extent possible, except as needed to address an imminent danger to any employee or other person, and/or as needed to address or investigate violations of WGL policy and procedure or other state, local or federal law. Retaliation against an employee or an applicant for bringing a complaint or concern in good faith to the attention of management is strictly prohibited.

Our ombudsman serves as a neutral, confidential resource for employees to report their concerns, particularly with respect to discrimination or harassment. The ombudsman primarily serves management employees, but can discuss non-grievable work-related problems with union-eligible employees. Union-eligible employees should consult with their union representative for any official grievances. Ms. Brown also investigates Equal Employment Opportunity (“EEO”) complaints. Employees may contact Ms. Brown at (703)750-5574 to schedule an appointment.

Both the EEO/Affirmative Action and the Fair Employment Policy Statements have been distributed to all employees, will be given to all new employees, and are posted on bulletin boards throughout WGL facilities. The policies are also available for review on the WGL corporate website, [www.wgl.com](http://www.wgl.com), under the heading Careers; click on “EEO/Affirmative Action Statement” and “Fair Employment Practices Policy”.

All employees are expected to act in a manner consistent with WGL policies. We thank you for your support of our corporate commitment to equal employment opportunity.

Sincerely,

A handwritten signature in blue ink that reads "L. S. Gutermuth".

Luanne S. Gutermuth  
Senior Vice President, Shared Services and CHRO